MINUTES OF THE ANNUAL GENERAL BODY MEETING (AGM)

[Insert Housing Society / Association Name]
Registration No: _____ | Financial Year: 20__ – 20__

Applicable State Act & Bye-law:	State Act: [_____] | Registered Bye-law Ref: [_____]
Meeting Date & Time:	Held on _____, ____/____/20__ at ____:____ AM/PM
Meeting Venue:	Society Clubhouse / Community Hall (or Hybrid VC)
Quorum & Attendance:	Total Members: [ ] | Members Present: [ ] | Quorum: [ ] Formed [ ] Adjourned & Reconvened

PROCEEDINGS & RESOLUTIONS RECORD:

Resolution 1: Confirmation of Previous AGM Minutes

The minutes of previous Annual General Meeting held on ____/____/20__ were placed before the house.
"RESOLVED THAT the minutes of the AGM held on ____/____/20__ be and are hereby confirmed as true record."
Proposed by: _____ (Flat: _____) | **Seconded by:** _____ (Flat: _____)
Outcome: [ ] Passed Unanimously [ ] Passed by Majority [ ] Not Passed [ ] Deferred
Vote Count: In Favour: [ ] Against: [ ] Abstained: [ ]

Resolution 2: Adoption of Audited Financial Statements for FY 20__–20__

The Audited Balance Sheet and Income & Expenditure Account for FY 20__–20__ along with Auditor's report were placed before members.
"RESOLVED THAT the Audited Financial Statements for FY 20__–20__ be and are hereby approved and adopted."
Proposed by: _____ (Flat: _____) | **Seconded by:** _____ (Flat: _____)
Outcome: [ ] Passed Unanimously [ ] Passed by Majority [ ] Not Passed [ ] Deferred
Vote Count: In Favour: [ ] Against: [ ] Abstained: [ ]

Resolution 3: Appointment of Statutory Auditor for Ensuing FY 20__–20__

The house considered appointment of Statutory Auditor for the ensuing financial year.
"RESOLVED THAT M/s _____, Chartered Accountants, be appointed as Statutory Auditors for FY 20__–20__ at an audit fee of Rs. _____ plus applicable taxes."
Proposed by: _____ (Flat: _____) | **Seconded by:** _____ (Flat: _____)
Outcome: [ ] Passed Unanimously [ ] Passed by Majority [ ] Not Passed [ ] Deferred
Vote Count: In Favour: [ ] Against: [ ] Abstained: [ ]

Resolution 4: Approval of Maintenance Budget & Sinking Fund

The Managing Committee presented the proposed annual maintenance budget and sinking fund allocation for FY 20__–20__.
"RESOLVED THAT the monthly maintenance tariff of Rs. _____ per flat / sq.ft and Sinking Fund allocation of Rs. _____ be approved w.e.f. ____/____/20__."
Proposed by: _____ (Flat: _____) | **Seconded by:** _____ (Flat: _____)
Outcome: [ ] Passed Unanimously [ ] Passed by Majority [ ] Not Passed [ ] Deferred
Vote Count: In Favour: [ ] Against: [ ] Abstained: [ ]

Dissenting Notes / Recorded Objections (as mandated by applicable cooperative bye-laws):
1. _____
2. _____

Disclaimer: *State Cooperative Acts and registered society bye-laws prescribe specific majorities and procedures for special resolutions. The Managing Committee must record exact voter tallies and ensure compliance with its registered bye-laws and applicable State Act.*

Minutes Drafted & Circulated by:	Confirmed & Signed by:
_____	_____
Hon. Secretary	**Meeting Chairman / President**
Date of Circulation: ____/____/20__	Date: ____/____/20__